

FILED: *Reg. & Mgt.*
RETURN TO

RECORDS MANAGEMENT DIVISION

Chief, Records Center Branch

12 October 1954

Chief, Records Management Division

Proposed Handbook for Internal Operations of Records Center

STAT 1. The attached document was handed to me by STAT
 He briefly described it as a proposed handbook for the internal operations of the Records Center and asked that I review it. I have made a quick review and my impression is that it is, primarily, material which was taken from a manual developed by the General Services Administration pertaining to the operation of records centers for the benefit of all Federal departments.

2. Will you review this document and give me a written report by 20 October, outlining (a) applicability; (b) completeness; and (c) any other information that you think will present an overall evaluation of this work?

STAT

Attachment

STAT

10/12/54